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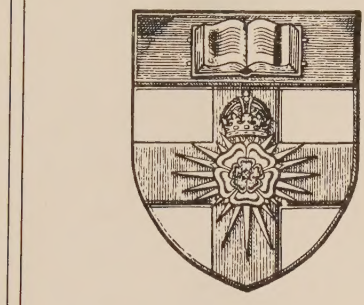

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General Index
to
The American Archivist
Volumes I-XX
JANUARY 1938 TO OCTOBER 1957

THE SOCIETY OF AMERICAN ARCHIVISTS
Cedar Rapids, Iowa, 1960

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FOREWORD

This index is a composite of two indexes prepared at different times by different people using somewhat different methods. The first index, covering volumes 1-10, was prepared by a group of volunteers working under the general direction of Karl Trever. The slips prepared by them were turned over to the undersigned in alphabetical order but only partly edited and consolidated. As volumes 11-20 were soon to be completed, it was decided not to issue the index to the first ten volumes separately but to employ someone to prepare an index to the second ten volumes and integrate it with the index to the first ten volumes. Miss Dorothy R. Swift, for many years chief editor of the Carnegie Institution of Washington, was engaged to do the job.

No record is available of the exact method followed by the indexers of the first ten volumes, but the general rules followed for volumes 11-20 provided that entries should be made for the following:

1. Authors of articles, with the titles of their articles;
2. Such subjects (e.g., names of persons, places, and institutions significantly mentioned and topics or fields of study) as could be quickly gleaned from the titles and texts of articles printed;
3. Authors, editors, and compilers (either personal or corporate) of works reviewed, with the titles of the works;
4. Reviewers, omitting titles of the works reviewed;
5. Such subjects as could be quickly gleaned from the titles of works reviewed or from the reviews;
6. Authors and publications significantly mentioned in articles or in News Notes;
7. Archival acquisitions mentioned in the News Notes and notices of the existence of clearly defined bodies of records or papers;
8. Donors of papers mentioned in News Notes;
9. Other persons significantly mentioned in News Notes, including officers elected and committee members but not new members of the Society;
10. Institutions significantly mentioned in News Notes;
11. Compilers of Writings on Archives. . . .
12. The collective title: Writings on Archives, Current Records, and Historical Manuscripts (omitting dates);
13. Significant subjects mentioned in the introductory paragraphs of the Writings on Archives. . . .

No entries were made for the authors, titles, or subjects listed in the Writings on Archives. . . .

The titles of articles published in the *American Archivist* appear in

italics under the names of their authors. The titles of publications abstracted appear in roman between quotation marks under the names of the abstractors, distinguished by the enclosed abbreviation (abst.) and under the authors or titles of the works abstracted, followed by the unenclosed abbreviation abst. The titles of publications reviewed or mentioned appear in roman between quotation marks under the names of their authors, compilers, or editors — compilers and editors being distinguished by the enclosed abbreviations (comp.) and (ed.) respectively before the titles of the works. The titles of works reviewed are followed by the unenclosed abbreviation rev.

Reviews are noted under the names of reviewers only by volume and page, distinguished by the symbol (R.); and committee membership, election to office, etc. are noted only by volume and page, distinguished by the symbol SAA.

Volume numbers are separated from page numbers by a colon; pages within a volume are separated by commas, only the first page of each article or review being given; and citations in different volumes are separated by semicolons.

Specifications for the preparation of the index were drawn up by Miss Margaret E. Flory of the National Archives, who also advised Miss Swift in the solution of special problems that arose as the work progressed. The major work of typing and proof reading was done by Mrs. Madeline M. Howell of the National Archives, and the whole was also proofread at every stage by the undersigned.

G. Philip Bauer

THE AMERICAN ARCHIVIST

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